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TO: Human Resources and Payroll Offices

FROM: Office of Group Insurance

SUBJECT: Part-time Employee Medical/Dental Premium Tiers

As you know, effective July 2012 the medical/dental tier system changed from a three-tier premium structure to a two-tier structure. Employees working 30 – 40 hours per week are now in the new Full-time Tier and employees working 20 – 29.9 hours per week are in the Part-time Tier.

In addition, you recently received an email advising that tier assignments now need to be made as they occur (at the time of hire, at the beginning of a payperiod when an employee's schedule changes, etc.) rather than on a quarterly basis. When you make a tier assignment keep in mind that you first must determine employee [eligibility](#) (working a minimum of 20 hours every week and expected to work at least five (5) consecutive months) and then assign the appropriate tier

The Office of Group Insurance will continue to monitor employee hours and tier assignments that you make but we will no longer be performing quarterly audits and advising you to make tier changes (if necessary) on a set schedule.

If you need any help determining whether or not an employee is eligible for group insurance benefits or what tier he/she should be assigned, please contact our office and we will be happy to assist you.